



*Cobb County...Expect the Best!*

## **REQUIREMENTS FOR COMPLETING TEMPORARY LAND USE PERMIT APPLICATION COBB COUNTY, GEORGIA**

Application must be submitted in person to the Zoning Division, located at 1150 Powder Springs Street, Suite 400, Marietta, Georgia 30064, no later than **4:00 p.m. on the first Thursday of each month** (see attached schedule) in order to be considered for the next scheduled public hearing.

**EXAMPLE:** A complete application filed by the first Thursday of March would be considered by the Planning Commission on the first Tuesday in May [unless otherwise scheduled] then by the Board of Commissioners on the third Tuesday in May [unless otherwise scheduled]. You are ***not*** required to wait until the first Thursday of each month to file an application.

**NOTE:** There will not be a filing date in the month of November for Temporary Land Use Permit. The first Thursday of December will be the cut off date for the February hearing. There will not be a Zoning Hearing in the month of January to hear Temporary Land Use Permit.

The following items are required for submitting an application for a Temporary Land Use Permit Application:

1. **Original** notarized signature of **titleholder(s)** and **applicant(s)** **and/or** **representative(s)**.
2. If the **titleholder(s)** is a domestic or foreign corporation, then the following documentation shall also be required:

Written authentication with the presence of the corporate seal, or a facsimile thereof, attested by the secretary or assistant secretary of the corporation, or other officer to whom the bylaws or the directors have delegated the responsibility for authenticating records of the corporation, shall attest:

  - a) That the corporate seal or facsimile thereof affixed to the document is in fact the seal of the corporation of true facsimile thereof, as the case may be;
  - b) That any officer of the corporation executing the document does in fact occupy the official position indicated, that one in such position is duly authorized to execute such document on behalf of the corporation, and that the signature of such officer subscribed thereto is genuine; and
  - c) That the execution of the document on behalf of the corporation has been duly authorized.
3. A copy of the warranty deed that reflects the current owner(s) of the property.
4. A current legal description of the subject property.
5. A copy of the paid tax receipt for the subject property or a statement signed by an official in the Tax Commissioner's Office or other official document issued by the Tax Commissioner's Office indicating the taxes have been paid.

## Requirements for Completing Application For Temporary Land Use Permit Application

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6. Statement of proposed site improvements (i.e., grading, tree removal, paved parking, detention facilities, additions to house or other permitted structures, etc.) to the subject property. If no site improvements are proposed, a copy of a current survey of the property drawn to scale and stamped by a **registered engineer, architect, a land planner or land surveyor** shall be required. In the event of any proposed site improvements, all requirements of Item 7 shall apply.
7. A copy of current plot plan and current boundary survey drawn to scale and stamped by a **registered engineer, architect, land planner, or land surveyor** currently registered in accordance with applicable state laws. These plans must include: a) north arrow; b) land lot lines; c) district lines; d) lot lines; e) angles; f) bearing and distances; g) adjoining street with right-of-way (present and proposed); h) paving widths; i) the exact size and location of all buildings along with intended use; j) buffer areas; k) parking spaces; l) lakes and streams; m) utility easements; n) limits of the 100-year floodplain and acreage of floodplain; o) cemeteries; p) wetlands; q) access points; and r) stream buffers (minimum 50' buffer).

**NOTE: Three (3) drawings shall be no larger than 36" x 48" and two (2) copies must be 8 ½" x 11".**

8. A petition form for Consent of Contiguous Occupants or Land Owners is provided.
9. Applicant, or representative for applicant, **must** attend the Zoning Hearings. Failure to attend may result in dismissal with prejudice, rejection of the application or continuance of the hearing at the Board's sole discretion.
10. If the property is or will be on septic tank, contact the Cobb County Health Department (770-435-7815). Approval must be obtained prior to filing Temporary Land Use Permit Application.
11. Application Fee- \$150.00
12. In addition to the application fee, there is a **deposit of \$100.00** for signs, which will be refunded if signs are returned within **thirty (30)** days after the final decision by the Board of Commissioners. The signs **must** be returned to qualify for the refund. There will also be a fee of **\$9.00 per sign** issued by the Zoning Division; this fee **will not** be refunded.
13. Signs provided by the Zoning Division **must** be posted on or near the right-of-way of the nearest public street thirty (30) days before the public hearing. Signs **must** be posted every 500 feet of public road frontage. Failure to post and maintain signs continuously may prohibit consideration of the application at any scheduled public hearing. It is the responsibility of the applicant to ensure that signs remain posted throughout the advertising period, **including the day of the public hearings and to remain posted until the final decision by the Board of Commissioners.**
14. The Temporary Land Use Permit Worksheet attached hereto **must** be completed and submitted.
15. Any application submitted for a group home, personal care home or daycare will be required to attend an applicant meeting (will be set up at time of filing with zoning), and will also be required to meet with a representative of the Fire Department (770-528-8000) prior to the first public hearing.

**NOTES: NO APPLICATION WILL BE ACCEPTED BY THE ZONING DIVISION UNLESS FILLED OUT IN ITS ENTIRETY, ALONG WITH ALL STAMPED SITE PLANS AND BOUNDARY SURVEYS.**

**EACH SITE WILL BE INSPECTED BY COBB COUNTY ZONING STAFF TO INSURE TEMPORARY LAND USE PERMIT SIGN(S) HAVE BEEN PROPERLY POSTED.**

# Application for Temporary Land Use Permit Cobb County, Georgia

(Cobb County Zoning Division – 770-528-2035)

Application No. \_\_\_\_\_

PC Hearing Date: \_\_\_\_\_

BOC Hearing Date: \_\_\_\_\_

Applicant \_\_\_\_\_ Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

\_\_\_\_\_  
(representative's name, printed) Address \_\_\_\_\_

\_\_\_\_\_  
(representative's signature) Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

Signed, sealed and delivered in presence of:

\_\_\_\_\_  
(Notary Public)

My commission expires: \_\_\_\_\_

Titleholder \_\_\_\_\_ Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Address \_\_\_\_\_  
(attach additional signature, if needed)

Signed, sealed and delivered in presence of:

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

Present Zoning \_\_\_\_\_

## Type of Permit

Temporary Land Use \_\_\_\_\_ Medical Hardship \_\_\_\_\_ Construction Hardship \_\_\_\_\_

Renewal - Yes \_\_\_\_\_ No \_\_\_\_\_

For the Purpose of \_\_\_\_\_

Location \_\_\_\_\_  
(street address, if applicable; nearest intersection, etc.)

Land Lot(s) \_\_\_\_\_ District \_\_\_\_\_

Size of Tract \_\_\_\_\_ Acre(s)

Will any site improvements (i.e., grading, tree removal, paved parking, detention facilities, additions to house or other permitted structure, etc.) be undertaken on the subject property? \_\_\_\_\_ Yes \_\_\_\_\_ No

**CONSENT OF CONTIGUOUS OCCUPANTS OR LAND OWNERS**  
**TO ACCOMPANY APPLICATION FOR LAND USE PERMIT**

By signature, it is hereby acknowledged that I give my consent/or have no objection that \_\_\_\_\_  
\_\_\_\_\_ intends to make an application for a Land Use Permit for the purpose of  
\_\_\_\_\_ on the premises described in the application.

Signature	Printed name	Address
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		



Application #: \_\_\_\_\_

PC Hearing Date: \_\_\_\_\_

BOC Hearing Date: \_\_\_\_\_

## TEMPORARY LAND USE PERMIT WORKSHEET

1. Type of business? \_\_\_\_\_
2. Number of employees? \_\_\_\_\_
3. Days of operation? \_\_\_\_\_
4. Hours of operation? \_\_\_\_\_
5. Number of clients, customers, or sales persons coming to the house per day? \_\_\_\_\_ ; Per week? \_\_\_\_\_
6. Where do clients, customers and/or employees park?  
Driveway: \_\_\_\_\_ ; Street: \_\_\_\_\_ ; Other (Explain): \_\_\_\_\_  
\_\_\_\_\_
7. Signs? No: \_\_\_\_\_ ; Yes: \_\_\_\_\_. (If yes, then how many, size, and location): \_\_\_\_\_
8. Number of vehicles related to this request? (Please also state type of vehicle, i.e. dump truck, bobcat, trailer, etc.): \_\_\_\_\_  
\_\_\_\_\_
9. Deliveries? No \_\_\_\_\_ ; Yes \_\_\_\_\_ (If yes, then how many per day or week, and is the delivery via semi-truck, USPS, Fedex, UPS, etc.)  
\_\_\_\_\_
10. Does the applicant live in the house? Yes \_\_\_\_\_ ; No \_\_\_\_\_
11. Any outdoor storage? No \_\_\_\_\_ ; Yes \_\_\_\_\_ (If yes, please state what is kept outside): \_\_\_\_\_
12. Length of time requested: \_\_\_\_\_
13. Any additional information? (Please attach additional information if needed):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant name (printed): \_\_\_\_\_

# COBB COUNTY COMMUNITY DEVELOPMENT

## 2013 LAND USE PERMIT SCHEDULE

LAST FILING DAY	POST SIGNS	PLANNING COMMISSION HEARING	BOARD OF COMMISSIONERS HEARING
12-06-12	01-06-13	02-05-13	02-19-13
01-03-13	02-03-13	03-05-13	03-19-13
02-07-13	03-03-13	04-02-13	04-16-13
03-07-13	04-07-13	05-07-13	05-21-13
04-04-13	05-05-13	06-04-13	06-18-13
05-02-13	06-08-13	07-08-13*	07-16-13
06-06-13	07-07-13	08-06-13	08-20-13
07-05-13*	08-10-13	09-09-13* (Monday)	09-17-13
08-01-13	09-01-13	10-01-13	10-15-13
09-05-13	10-06-13	11-05-13	11-19-13
10-03-13	11-03-13	12-03-13	12-17-13
No Last Filing Date In November	N/A	No January Hearing	
12-05-13	01-05-14	02-04-14 Tentative	02-18-14 Tentative

\* Not on regular scheduled day or time.

The last filing day is on the first Thursday of each month until 4:00 p.m.

Zoning Meetings start at 9:00 a.m. on Tuesdays (unless otherwise indicated) and are held in the Commissioners' Meeting Room, 2<sup>nd</sup> Floor of the Cobb County Building A, 100 Cherokee Street, Marietta, Georgia.

Revised: December 11, 2012